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Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: SUPERVISING REAL PROPERTY AGENT**

**DEFINITION**

Under administrative direction, to perform a wide variety of advanced journey and supervisory level office and field duties in the management, acquisition, appraisal and relocation of real property interests; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey-level classification in the Real Property Agent Series. The Supervising Real Property Agent class is distinguished from the Real Property Agent by the difficulty and complexity of work performed; the responsibility to directly supervise other professional, para-professional, technical and administrative support staff; and the responsibility for budget preparation and administration. An incumbent in this class is expected to frequently and independently carry out assignments and refers to the Department Head only those matters which involve policy decisions and unusual public relations problems. Latitude is necessary in managing and administering a complex and sensitive area of responsibility.

**REPORTS TO:** General Services Director

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the General Services Director. Exercises general supervision over professional, para-professional, technical and administrative support staff, as assigned.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; participate in the establishment of schedules and methods for property acquisition and management activities; implement policies and procedures.
- Supervise record keeping activities including property inventory, lease inventory and possessory interest and tax records; monitor insurance certificates and supervise the maintenance of project status reports and maps.
- Secure, examine and interpret property records and title reports to determine the extent and types of encumbrances and the status of interests in properties.
- Analyze and determine the effect of encumbrances.
- Negotiate with parties of interest to remove liens, judgements or other encumbrances.
- Prepare necessary documents to effect title changes.
- Review independent appraisals to determine market value and costs necessary in securing properties for City use.
- Examine engineering plans and property maps to determine extent of property requirements for street rights-of-way and easements.
- Analyze current real property taxes affecting the City's property and administer the real property tax program.
- Negotiate with property owners, in person or through correspondence, to establish terms and conditions of property conveyances.

- Recommend settlement terms and course of action to City departments and officials.
- Investigate sites, buildings and prevailing rates in the area of desired location; gather sales, zoning, assessment valuation, improvements, tax and other pertinent information for use in developing appraisals.
- Secure execution of formal lease documents; prepare outline and lease terms for attorney's use.
- Coordinate the disposition of real property interests.
- Assist residential and commercial property owners and tenants in relocating under the Property Acquisition and Relocation Act of 1970.
- Maintain records and prepare a variety of reports.
- Represent the City in the community and at professional meetings as required.
- Supervise, train and evaluate assigned staff.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of real property appraisal, negotiation, acquisition, relocation, economics and law as related to property buying, selling, leasing, easements and related matters.
- Basic engineering terminology and techniques.
- Techniques, terminology and practices related to the acquisition, negotiation and appraisals of real property and relocation procedures.
- Applicable federal, state and local laws, regulations and policies related to eminent domain, easements, rights-of-entry, real estate title and other right-of-way technical, legal and financial activities.
- Principles of management, administration and budgetary systems and procedures.
- Principles of supervision.
- Personal computer operation and applications including word processing, data-base and spread sheet.

### **Ability to:**

- Interpret legal descriptions of property and make appropriate decisions in accordance with laws, regulations and policies.
- Understand and interpret engineering plans, maps, surveys and legal documents.
- Negotiate with property owners and parties of interest in property and explain policies, plans and interests affecting properties.
- Communicate clearly and concisely, orally and in writing.
- Research land records sources.
- Plan, organize, supervise and evaluate the work of professional, para-professional, technical and administrative support staff.
- Operate a personal computer and applicable software programs.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: The equivalent to a Bachelor's Degree from an accredited four year college or university with major work in business administration, economics, real estate or a closely related field. Two years of additional qualifying experience may substitute for two years of education.

Experience: Four years of professional administrative experience in the appraisal, acquisition and management of public property.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Supervising Real Property Agent

**TO:**